



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO 80204-3585

Reply to
Attn. of:

SP 94-76

SEP 07 1994

Subject:

School Food Authority Monitoring Responsibilities--A Reminder

To:

STATE AGENCY DIRECTORS
(Child Nutrition Programs)

- Colorado ED, Iowa, Kansas, Missouri ED,
Montana OPI, Nebraska ED, North Dakota,
South Dakota, Utah, Wyoming ED

Our National Office and the Office of Inspector General (OIG) recently gathered information that indicates that some school food authorities (SFAs) have not been properly monitoring their schools according to the requirements contained in the National School Lunch Program (NSLP) Regulations, 210.8

(a)(1). We therefore request that you remind all your SFAs in writing of the following requirements under the NSLP regulations:

- 1) SFAs with more than one school are required to complete no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.
- 2) Each on-site review shall ensure that the school's claim is based on the counting system authorized by the State Agency and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.
- 3) The on-site review shall take place prior to February 1 of each school year.
- 4) If the review discloses problems the SFA shall ensure that corrective action is implemented, and, within 45 days the SFA shall conduct a follow-up on-site review to determine that the corrective action resolved the problems.

If you have any questions, please call our office.

Ann C. De Groat

ANN C. DEGROAT
Regional Director
Child Nutrition Programs